

**APPENDIX 2**  
**SUGGESTED DESIGN ACTIVITY PLAN CHECKLIST**

\_\_\_\_\_  
Project Name

Project Leader: \_\_\_\_\_ Design Team Leader: \_\_\_\_\_

Cost Authority Number: \_\_\_\_\_

Proposed Schedule (Fill out only those that apply):

Begin Design: \_\_\_\_\_

30% Review or Concept C: \_\_\_\_\_

Value Analysis Study: \_\_\_\_\_

60% Review or Design C: \_\_\_\_\_

90% Review or Review C: \_\_\_\_\_

Book Published: \_\_\_\_\_

Award: \_\_\_\_\_

Construction Complete: \_\_\_\_\_

Proposed Budget:

Authorized Amount for Project: \_\_\_\_\_

Estimate for Design Activities (if available): \_\_\_\_\_

**Activity**

**Due Date Responsibility Comment**

1. Sign Checklist

\_\_\_\_\_

2. Initiate Service Agreement (includes  
budget, schedule, peer review  
requirements, and client approval)

\_\_\_\_\_

3. Formalize Project-Specific Criteria/  
Requirements

\_\_\_\_\_

4. Formalize Design Data Requirements

\_\_\_\_\_

5. Make Design Data Assignments

\_\_\_\_\_

6. Evaluate/Perform Value Engineering

\_\_\_\_\_

7. Determine Procurement Method

\_\_\_\_\_

8. Perform Real Estate Acquisition

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\_\_\_\_\_